

City of Carthage Parks and Recreation Department

Request for Proposals

Memorial Hall Auditorium

Ceiling Project



Carthage Parks and Recreation Department

521 Robert Ellis Young Drive

Carthage, MO

64836

The City of Carthage, Missouri Parks and Recreation Department is accepting proposals from qualified companies for painting and repairs to the Memorial Hall Auditorium.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the proposal, rating/selection process, the date and time to respond, and rendering of design.

A company will be considered qualified by having experience with projects similar in size and nature.

1. BACKGROUND

The City of Carthage Parks and Recreation Department has several ceiling tiles that have been damaged or fallen and need to be repaired and painted in the main auditorium at the Memorial Hall, 407 S. Garrison Avenue.

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

Chelsea Cholley
521 Robert Ellis Young Drive
Carthage, MO 64836
Office: 417-237-7035
Email: c.cholley@carthagemo.gov

Site visits will be scheduled as requested.

3. SCOPE OF SERVICES

The painting contractor shall provide all labor, materials, equipment, and supervision necessary to complete the following work:

Cover all surfaces not to be painted, including floors and furniture. Remove any old paint or miscellaneous items as needed, and repair any damages or imperfections in the surfaces to be painted.

Repair and Replace broken and fallen ceiling tiles with tiles from a different area of the ceiling.

Paint all ceiling tiles in the auditorium using a suitable paint that will not compromise the acoustic properties of the tiles.

Paint all balcony, walls, panels, and trim including around doors, using a suitable paint that will withstand heavy use and maintain its appearance over time.

4. CONTENT OF PROPOSAL

Cover Letter

Summarize in the Cover Letter the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The Cover Letter should identify the primary contact/project manager for the project.

Related Project Experience

Provide a list of clients for which the company has provided similar services. This should include a minimum of three entities with focus on similar projects.

Project Approach

Describe the company's approach and plan for meeting the requirements identified in the Scope of Services, along with time line of start and completion.

Cost

- Unit price for each item required
- Unit price for Labor
- Additional costs
- Total price for completed project

Note: The Parks and Recreation Department reserves the right to increase or decrease to scope of work based on available funds.

5. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company

Related Project Experience

Demonstration of ability to deliver the Scope of Work

Cost

6. SELECTION PROCESS

An award may be made to the responsible Company whose proposal is determined to be the most advantageous taking into consideration cost and the elevation factors set forth above to determine the lowest and best bidder.

Carthage Parks and Recreation Department reserves the right to reject any and all bids and is not obligated to award a contract to any bidder. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and at the City's discretion, new proposals may be solicited.

7. CONTRACTING AGREEMENT

The Carthage Parks and Recreation Department expects to enter a contract for services listed in this RFP. Fee type shall be lump sum, payable upon acceptance of your work by the Parks and Recreation Department.

The company selected will be required to provide General Liability insurance in the amount of \$2,000,000. The City of Carthage shall be named as additional insured.

8. INDEMNIFICATION

The work performed by the Contractor shall be at the risk of the Contractor exclusively.

9. SCHEDULE

In order to be considered, two copies of the proposal must be received at the Carthage City Hall at 326 Grant Street Carthage, MO 64836, on or before May 16, 2023 by 2:00 p.m. local time. All proposal shall be in a sealed package marked: **BID / MEMORIAL HALL AUDITORIUM CEILING PROJECT.**